

Community Resilience Panel for Buildings and Infrastructure Systems: Charter and Bylaws

Presented To: Community Resilience Panel for Buildings and Infrastructure System

Date: November 9, 2015



Overview

- Role of Administrator
- Panel Mission, Scope, and Objectives
- Core Principles
- Stakeholder Categories
- Panel Structure and Process
- Committee and Leadership Selection
- Voting and Quorum
- Charter and Bylaw Review Period and Voting

Administrator

- Applied Research Associates (ARA), Inc.
 - NIST contractor supporting formation of Panel
 - NIST Disaster Resilience Fellows providing additional support

- Role of Administrator (Section 1.5 of Charter and 2.1.3 of Bylaws)
 - Support Panel strategies/initiatives
 - Develop and maintain Panel website
 - Coordinate meeting arrangements
 - Interacting with other organizations as requested by Coordinating Committee
 - Review approved Panel documents and products
 - Serve as Policy Standing Committee for first year until leadership roles are filled
 - Member of Coordinating Committee

Panel Mission (Section 1.1.2 – Charter)

- To improve resilience of communities by considering adequacy of codes, standards, guidelines, best practices, and other tools that enhance the performance of buildings and infrastructure systems that support the social functions of communities.



Panel Scope

- Scope (Section 1.1 – Charter)
 - Identify policies and reference materials that may be used to facilitate community resilience
 - Develop products including identifying gaps/needs in codes and standards

- Panel will not:
 - Write/publish standards
 - Design, promote or sell products or technologies suggested by deliverables



Panel Objectives (Section 1.2 – Charter)

- Comprehensive Guidance Materials
 - Panel will identify/develop consistent definitions and metrics relating to resilience across disciplines
 - Contribute to current and future community resilience guidance documents
- Development of Priority Action Plans (PAPs)
 - Standing committees develop PAPs to identify goals, potential products, and set priorities
- Develop Resilience Knowledge Base
 - Distribution of Panel products to be posted in online database



Resilience Knowledge Base or RKB

(Section 1.2.3 – Charter)

- Database used to distribute products developed and approved by Panel (www.CRPanel.org)
- Products may include:
 - Information to help communities identify their current level of resilience
 - Case studies, examples, and expert guidance to illustrate context of technical analyses and recommendations Panel relies upon to identify needed priority actions and informative reference materials
 - Data, collected by Panel, to enhance accuracy of community resilience models
 - Essential information about all Panel Activities and products



Panel Principles (Section 1.3 – Charter)

- Openness/Transparency
 - All meetings open to anyone
 - Minutes, products, etc. will be available on Panel website www.CRPanel.org
- Balance
 - Committees organized on principle of inclusive representation across stakeholder categories
- Consensus
 - Achievement of consensus will be based on thorough examination of issues, discussion of dissenting opinions and resolution of disagreements.
- Harmonization
 - Decisions will reflect stakeholder perspectives and effectively respond to regulatory, environmental and market/economic reasons, as well as technological capabilities to achieve community resilience

Stakeholder Categories (Section 1.4 – Charter)

- Original 16 stakeholder groups have been reduced to 4
 - A longer membership form will be made available after the Charter and Bylaws are approved with the updated stakeholder categories
- Buildings - Examples include:
 - Building construction and safety
 - Education and research
 - Facility operations and maintenance
 - Insurance and reinsurance
 - Standards development organizations



Stakeholder Categories (Continued)

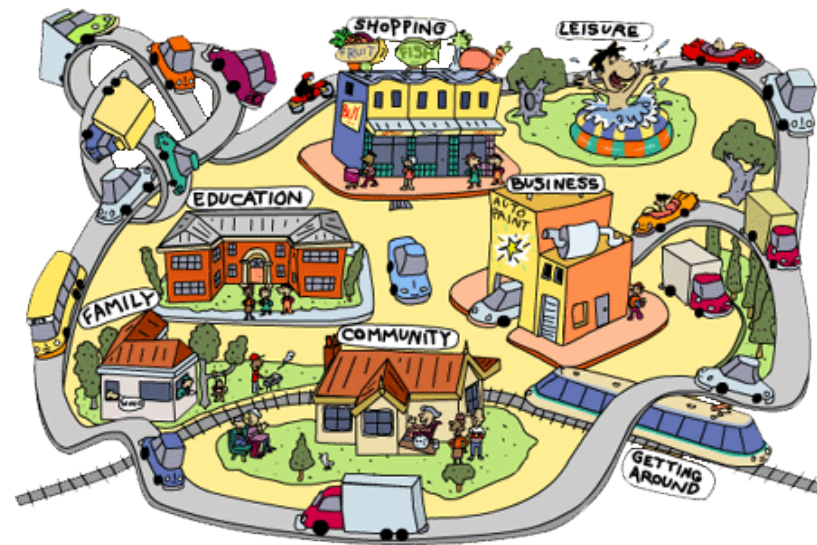
- Civil Services/Infrastructure – Examples include:
 - Energy
 - Communications
 - Transportation
 - Water/wastewater systems
 - Insurance and reinsurance
 - Community planning
 - Education and research
 - Facility operations and maintenance
 - Standards development organizations



Stakeholder Categories (Continued)

■ Social and Economic Functions – Examples include:

- Business and industry
- Relief services
- Vulnerable populations
- Public health & healthcare
- Education and research
- Insurance and reinsurance
- Community social institutions

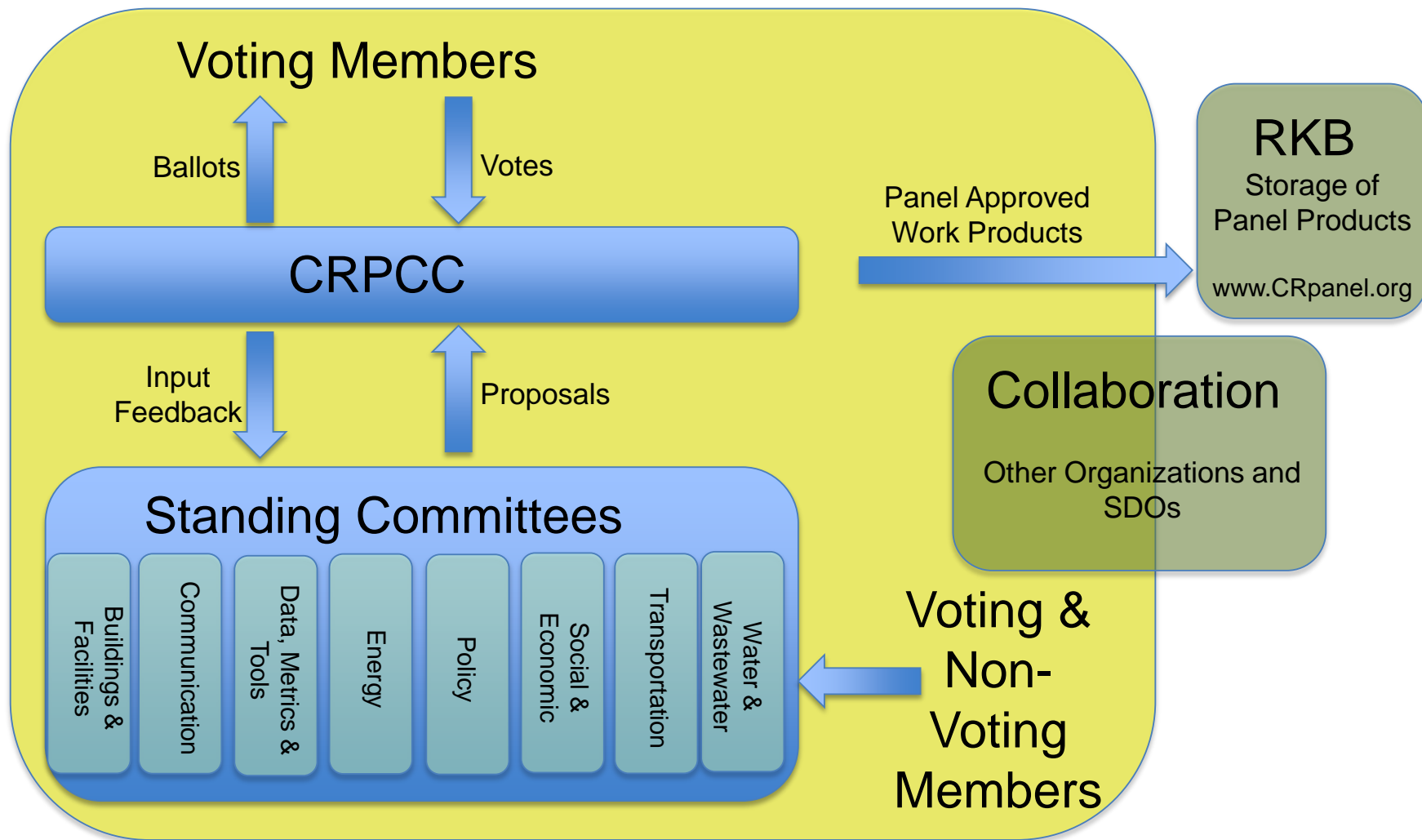


■ Governance – Examples include:

- Federal, Tribal, Regional, State and Local Governments
- Education and research
- Community planning

Overview of Panel Structure and Process (Section 1.6 – Charter)

PANEL



Panel Members (Section 2.1.1 - Bylaws)

- Consists of voting members, non-voting members, ex-officio members
- Voting members have right to:
 - Propose action items
 - Actively participate in committees
 - Vote
 - Voting rights lost if member misses two consecutive meetings or does not respond to 2 consecutive requests (in a 12 month period) for document review and comment
 - Exception: All voting members attending first three meetings have right to vote

Panel Members (Continued)

- Non-voting members:
 - Attend Panel meetings, may review and comment on documents, but do not have right to vote

- Ex-Officio Members of Coordinating Committee
 - Administrator
 - NIST Representative
 - Members emeritus
 - Other key government agencies invited by Coordinating Committee or Administrator and confirmed by Coordinating Committee

Community Resilience Panel Coordinating Committee (Section 1.6 – Charter)

- Manage and guide standing committees
- Act as gatekeeper between Panel and standing committees
- Prioritizes work and works with Administrator to arrange for necessary resources to carry out plans



Coordinating Committee Responsibilities (Section 1.6.1 – Charter)

- Responsibilities to Panel
 - Provide recommendations to Panel for approval
 - Provide means of appeal to members to propose work directly to the Panel in event that work does not gain approval from standing committee

- Responsibilities to standing committees
 - Approve standing committees' activities
 - Create, dissolve, and combine standing committees
 - Create joint working groups to resolve conflicts and address interdependent issues amongst standing committees
 - Facilitate coordination among standing committees



Coordinating Committee Activities (Section 1.6.2 – Charter)

- Provide guidance and overall direction to the Panel and the Standing Committees
- Approve Priority Action Plans (PAPs) proposed by the Standing Committees
- Approve all Panel governing documents and operating procedures
- Review and recommend to the Panel products for inclusion in the Resilience Knowledge Base (RKB)
- Recommend creation or dissolution of multi-discipline, dependency and working groups
- Harmonize work products and processes, as appropriate
- Activate a conflict resolution procedure, as needed.



Coordinating Committee Membership (Section 1.6.3 of Charter and 2.2.1 of Bylaws)

- Panel/CRPCC Chair
- Panel/CRPCC Vice-Chair
- Panel/CRPCC Secretary
- Chairs of eight standing committees
 - Chair may self-select or select to another standing committee member
- One representative from each of the 4 stakeholder categories
 - Elected by majority vote of participating members in stakeholder category
- Up to 4 “at large” members elected by majority vote of participating members
- Ex-Officio Members
 - NIST and Administrator representative

Selection of Panel/Coordinating Committee Leadership

(Section 2.1.2 – Bylaws)

- Administrator appoints Panel Chair, Vice-Chair, and Secretary for first terms
 - Chair and Vice-Chair will have staggered 1 and 2 year terms
 - Secretary serves one-year terms
- Successive Panel Chair, Vice-Chair, and Secretaries
 - Elected by majority vote of Panel
- Chair and Vice-Chair serve 2-year terms
 - Can serve 2 consecutive terms
 - No limit on non-consecutive terms
- Secretary serves 1-year term
 - May not serve consecutive term



Panel/Coordinating Committee Leadership

(Section 2.1.2 – Bylaws)

- Chair – Jay Raskin
 - Facilitate Panel and CRPCC meetings
 - Responsible for establishing meeting schedules, agendas, business to be conducted, and coordinating speakers to lead presentations
 - Responsible for assigning and tracking Panel and CRPCC action items, risks, issues
- Vice Chair – Jesse Keenan
 - Assist Chair in performing duties
 - Ensure Panel and CRPCC meeting minutes, notes, etc. are posted and available to Panel members
- Secretary – To be Determined
 - Provide administrative support services for Panel and CRPCC membership
 - Preparing agendas, recording and posting minutes

Standing Committees (Section 1.7 – Charter)

- Eight Standing Committees
 - Buildings & Facilities
 - Water & Wastewater
 - Transportation
 - Social & Economic
 - Energy
 - Data, Metrics, & Tools
 - Communication
 - Policy – *Administrator for first year*
- Additional standing committees can be established as necessary by Panel with approval of Coordinating Committee
- Each standing committee will have
 - Chair, Vice-Chair, and Secretary
 - Minimum of 5 members



Standing Committee Responsibilities (Section 2.3 – Bylaws)

- Create and maintain the necessary documentation and organizational framework for:
 - Discipline-specific risk assessment
 - Prioritization and identification of standards and gaps for Panel-recommended Community Resilience guidance
 - Exception: Policy and the Data, Metrics, and Tools Committees

- Data, Metrics, and Tools Standing Committee responsible for creating and refining necessary data, metrics, and tools for:
 - Community risk assessment
 - Prioritization, modeling, and testing for Panel-recommended activities and outcomes.

Standing Committees Responsibilities (Continued)

- Policy Standing Committee responsible for:
 - Selecting all Panel leadership nominees
 - Amending the Panel Charter and the Panel Bylaws
 - Reviewing and selecting nominations to ensure there is a balance of stakeholder interests
 - Nominating CRPCC members and standing committee Chairs, Vice Chairs and Secretaries for confirmation by the Panel
- Initially (first year) Administrator will serve as Policy Committee, including:
 - Administering the leadership nomination process
 - Call for candidates
 - Nomination schedule
 - Adherence to the Panel principles (openness/transparency, balance, consensus, and harmonization)

Selection of Standing Committee Leadership (Section 2.3.1 – Bylaws)

- Administrator appoint Chair, Vice-Chair, and Secretary
 - Chair and Vice-Chair will have staggered one and two year terms
 - Successive Chairs, Vice-Chairs, and Secretaries will serve two-year terms
 - No restriction on consecutive terms
- Successive standing committee Chairs and Vice-Chairs
 - Panel selects from candidates proposed by Policy Committee
- Successive Secretaries selected by majority vote of standing committees



Working Groups

- Standing committees may create working groups to address:
 - Specific problems
 - Produce specific work products

- Each working group will elect its own Chair responsible for organizing meetings
 - Chair will determine if other leadership positions are needed and appoint others to fill those positions

Voting (Section 2.5 – Bylaws)

- Votes may occur on any issues pertinent to the work of the Panel
- Who may vote?
 - First three meetings – all members attending
 - After first three meetings - eligible Voting members may vote
- Voting Process
 - Electronic voting will be used, recorded in the meeting minutes and online database
 - Votes shall be recorded and made available on the Panel website.



Voting Process

- To have standing committee products passed by the Panel:
 1. Standing Committee must vote to pass a measure prior to presenting it to the CRPCC/Panel.
 2. A “No” vote by the CRPCC shall be shared with the Panel as part of presenting the Standing Committees work for a Panel vote.
 3. No stakeholder category may represent greater than 49% of the voting members for official Panel actions.

- If greater than 49% of the voting members are from one stakeholder category, the votes of that stakeholder group shall be normalized to represent 49% of the vote

Quorum

- Panel
 - Consist of at least 10 voting members from each of the 4 stakeholder groups

- Coordinating Committee
 - Consists of 75% of all CRPCC Members present at a meeting constitutes a quorum for the transaction of business

- Standing Committee
 - Consists of 50% of standing committee members

Charter and Bylaws Review Period and Vote

- Available at www.CRPanel.org
 - You will receive a follow-up email from Community Resilience Panel
 - Review and comment by **Friday, November 20, 2015 at 11:59 pm ET**
- Voting has 4 options
 1. Yes
 2. Yes, with comment
 3. No, with comment
 4. Abstain, with comment
- >50% approval via electronic voting is needed to ratify Charter and ByLaws

Administrator Contact Info

Contacts: Peter Vickery and David Mizzen

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Phone: 919-582-3400

Panel Website: <http://www.crpanel.org/>

Panel members will receive announcements/ updates via email from the Community Resilience Panel